

Index

Symbols

- + (addition operator), 113
- , (comma), 29, 93
- / (division operator), 113
- = (equal sign) in formulas, 4, 112, 114
- = (equal-to operator), 113
- ^ (exponentiation operator), 113
- > (greater-than operator), 113
- >= (greater-than or equal-to operator), 113
- < (less-than operator), 113
- <= (less-than or equal-to operator), 113
- * (multiplication operator), 113
- (negation operator), 113
- () (parentheses, and operator precedence), 113
- % (percentage operator), 113
- + (plus sign), 113
- (subtraction operator), 113

A

absolute cell reference format, 129

Accounting Number format, 93

active or current cell, 26

adding

- background color to worksheet, 90–91
- blank worksheet to workbook, 134–135
- border to worksheet range, 108–109
- chart to worksheet, 5, 188–189
- column to worksheet, 48–49
- command
 - to Quick Access Toolbar, 12–13
 - to Ribbon, 15
- comment to cell, 212–213
- data to cell, 4, 26–27
- Excel icon to Windows 7 taskbar, 7
- formula to cell, 4, 114–115
- function to formula, 4, 118–119
- group to existing Ribbon tab, 14–15
- range name to formula, 64, 124–125
- record to Excel table, 179
- row to worksheet, 48–49
- special effect to chart element, 206–207
- tab to Ribbon, 14–15
- text label to chart, 191
- title
 - to chart, 186, 190
 - to chart axis, 190

worksheet

- template to workbook, 135
- to workbook, 134–135

addition

- AutoSum feature, 122–123
- Sum button, 5, 122–123
- SUM function, 120–121, 122, 123

addition operator (+), 113

address, cell

- absolute reference format, 129
- defined, 24
- relative reference format, 129

aligning text

- within cell, 84–85
- centering across columns, 61, 86–87

analysis of data

- converting range to table for, 178–179
- creating data table for, 180–181
- defined, 170
- filtering data for, 174–175
- rules for data validation, 176–177
- sorting data for, 172–173
- summarizing data, 182–183

Apply Names feature, 125

applying

- conditional formatting, 98–99
- font effect, 80–81
- formatting by using AutoFormat feature, 96–97
- percentage number format, 93
- range name by using Apply Names feature, 125
- styles, predefined
 - to chart, 195, 208–209
 - to worksheet, 100–101
- theme to workbook, 79, 168–169

area chart

- description, 187
- horizontal gridlines for, 193

arithmetic formula, 113

Arrange Windows dialog box, 154–155

array formula, 181

arrow keys, using to navigate worksheet, 132

ASCII code symbol, 33

attachment, e-mail, sending workbook as, 224–225

AutoComplete feature, 27

AutoFill feature

- customizing, 45
- invoking, 44

AutoFilter feature, 174–175

AutoFit feature, 103, 105

AutoFormat feature, 96–97

automatic subtotals feature, 182

Autoshape, style, applying to chart element, 208–209

AutoSum feature, 122–123

AVERAGE function, 4, 117

axis

- category, 186, 193
- formatting, 200–203
- value, 186

B

background

- adding color to ranges, 90–91
- customizing chart element, 202–203

bar chart

- description, 187
- vertical gridlines for, 193

bevel effect, adding to chart element, 207

blank workbook, creating, 148–149

blank worksheet, adding to workbook, 134–135

body font, 79, 164, 165

bold, applying font effect, 80–81

border

- adding to cells and ranges, 108–109
- custom, creating, 109
- selecting line style, 109

bubble chart

- description, 187
- horizontal gridlines for, 193

building formulas, 114–115

C

Cascade workbook view mode, 154, 155

category axis, 186, 193

cell

- absolute or relative compared to mixed reference formats, 129

- active or current, 26

adding

- background color, 90–91
- border, 108–109
- comment, 212–213
- data to, 4, 26–27
- formula, 4, 114–115

- aligning text within, 84–85

- applying style, 100–101

- AutoComplete feature, 27

changing

- column width, 102–103
- font and font characteristics, 78–83
- row height, 104–105

columns

- adding up numbers using SUM function, 120–121

- changing width, 102–103

- defined, 24

- deleting, 55

- as element of row-and-column spreadsheet format, 5

- freezing and unfreezing, 58–59

- hiding and unhiding, 56–57

- multiple, centering text across, 61, 86–87

- new, inserting one or more in worksheet, 49

- selecting, 41

- toggling A–Z headings on and off, 145

- transposing with rows, 62–63

- width, changing, 102–103

- copying and pasting using smart tags, 16–17

- data validation rules for, 176–177

- defined, 24

deleting

- comment, 213

- data and formatting, 37, 52, 53

- data but not formatting, 36–37

- formatting but not data, 37, 53

editing

- comment in, 213

- data, 4, 34–35

entering

- data, 4, 26–31

- date, 30–31

formula, 4, 112–113

numbers, 28–29

text, 26–27

time of day, 30–31

filling series, 5, 44–45

formatting, 76–109

inserting special symbol, 32–33

locking, 214–215

merging, 60–61

multiple, calculating SUM, 120–121

new, inserting one or more into existing range, 50–51

nonadjacent

- selecting cells, 40

- totaling values, 121

protecting data, 214–215

range

- adding up row or column using SUM function, 121

- aligning text within cells, 84–85

- applying style, 100–101

- background color, adding, 90–91

- border, adding, 108–109

- column width, 102–103

- converting to table, 178–179

- copying, 46, 47

- data and formatting from range, 52, 53

- data in range but not formatting, 52–53

- defined, 24, 38

- deleting, 54–55

- existing, inserting new cell into, 50–51

- filling, 5, 42–45

- filtering, 174–175

- font and font characteristics, 78–83

- formatting, 76–109

- locking and unlocking, 214–215

- moving, 46, 47

- name, changing, 72–73

- naming, 64–69

- protecting data, 214–215

- range name, 74–75

- rectangular, 40

- referencing in another workbook, 127

- referencing in another worksheet, 126–127

- row height, 104–105

- saving data as Web page, 226–227

- selecting, 40–41

- sorting, 172–173

- tracking changes, 221

- transposing rows and columns, 63

rotating text within, 88–89

row

- adding up numbers using SUM function, 120–121

- changing height, 104–105

- defined, 24

- deleting, 55

- as element of row-and-column spreadsheet format, 5

- freezing and unfreezing, 58–59

- hiding and unhiding, 56–57

- merging cells to create title row, 60–61

Index

- new, inserting one or more in worksheet, 48, 49
 - selecting, 41
 - toggling 1, 2, etc., headings on and off, 145
 - transposing with columns, 62–63
 - selecting**
 - all cells, 41
 - range of cells, 40–41
 - unlocking, 214–215
 - viewing formula in, 115
 - wrapping text within, 106–107
 - cell address**
 - absolute reference format, 129
 - defined, 24
 - relative reference format, 129
 - centering text across columns, 61, 86–87
 - changing**
 - chart**
 - layout, 195
 - type of, 196–197
 - color in worksheet, 82–83, 142–143, 162–163
 - column width, 102–103
 - editing
 - cell data, 4, 34–35
 - comment in cell, 213
 - formula, 115
 - Excel user name, 213
 - font
 - characteristics of, 78–83
 - scheme for, 164–165
 - range name, 72–73
 - row height, 104–105
 - Track Changes feature
 - accepting or rejecting change, 222–223
 - Everyone but Me option, 221
 - limiting task to specific range, 221
 - resolving change conflict, 223
 - tracking workbook changes, 220–221
 - turning off, 223
 - turning on, 220
 - width, column, 102–103
 - chart**
 - adding
 - special effect to element, 206–207
 - title, 186, 190
 - applying style, 195, 208–209
 - changing
 - layout, 195
 - type, 196–197
 - clicking on element to select, 201
 - creating
 - as part of worksheet, 188–189
 - on separate sheet, 189
 - customizing
 - element background, 202–203
 - element outline, 204–205
 - defined, 5, 186
 - element, defined, 186
 - formatting, 200–209
 - gridlines on, 186, 193, 200–203
 - inserting into worksheet, 188–189
 - list of types, 187
 - removing style effect, 209
 - saving as template, 197
 - selecting
 - chart type, 188–189
 - data for, 188
- chart area**
 - customizing background, 202–203
 - defined, 200
 - formatting, 200–201
- chart categories, in chart data table**, 194
- chart legend**
 - defined, 186
 - formatting, 200–203
 - positioning, 192
- chart (data) series**
 - in chart data table, 194
 - defined, 186
 - formatting, 200–203
- chart sheet, defined**, 189
- chart title**
 - adding
 - to axis, 190
 - to chart, 190
 - defined, 186
 - formatting, 200–203
- closing Microsoft Excel**, 7
- collaborating on a workbook**
 - accommodating earlier Excel version format, 228–229
 - cell comments, 212–213
 - online, 230–231
 - protecting
 - cell data, 214–215
 - structure, 216–217
 - saving data as Web page, 226–227
 - sending as e-mail attachment, 224–225
 - setup for, 218–219
 - tracking changes, 220–223
- color**
 - adding to background, 90–91
 - changing
 - workbook scheme, 162–163
 - for worksheet font, 82–83
 - for worksheet gridlines, 142–143
- color scheme**, 162–163
- Colors dialog box**, 91
- column**
 - adding up numbers using SUM function, 120–121
 - changing width, 102–103
 - defined, 24
 - deleting, 55
 - as element of row-and-column spreadsheet format, 5
 - freezing and unfreezing, 58–59
 - hiding and unhiding, 56–57

multiple, centering text across, 61, 86–87
new, inserting one or more in worksheet, 49
selecting, 41
toggling A–Z headings on and off, 145
transposing with rows, 62–63

column chart
description, 187
horizontal gridlines for, 193

comma (,), 29, 93

command, Excel
adding
 to Quick Access Toolbar, 12–13
 to Ribbon, 15
removing
 from Quick Access Toolbar, 13
 from Ribbon, 15

comment
adding to cell, 212–213
editing in cell, 213
removing from cell, 213

comparison formula, 113

conditional format
applying, 98–99
defined, 98
multiple, specifying, 99
removing, 99

copying
cell, using smart tag, 16–17
formula, 128, 129
range, 46, 47
worksheet, 138–139

COUNT function, 117

Create Names from Selection dialog box, 69

Create Table dialog box, 179

creating
chart
 as part of worksheet, 188–189
 on separate sheet, 189
data table, 180–181
PDF file from workbook, 225
range name
 automatically, 68–69
 manually in New Name dialog box, 66–67
template, 151
title row for worksheet, 60–61
workbook
 based on existing workbook, 151
 new, blank, 148–149
 from template, 150–151

worksheet
based on existing worksheet, 138–139
new, blank, 134–135
from template, 135

Currency format, 92

customizing
AutoFill feature, 45
chart element
 background, 202–203
 outline, 204–205

Excel options, 20–21

formatting
adding to new row or column, 48, 49
by applying AutoFormat feature, 96–97
chart element, 200–209
clearing from cell, 37, 52, 53
conditional, 98–99
date and time, 30, 31
deleting along with data, 37, 52, 53
filling range without copying, 43
keeping when deleting cell data, 37, 52–53
number, 92–95
predefined, 96–97
workbook, 160–169
worksheet range, 76–109
wrapping text within cell, 106–107

Quick Access Toolbar, 12–13
Ribbon, 14–15
worksheet style, 101

D

data analysis
converting range to table for, 178–179
creating data table for, 180–181
defined, 170
filtering data for, 174–175
rules for data validation, 176–177
sorting data for, 172–173
summarizing data, 182–183

data label
adding to chart, 191
defined, 191

data marker
defined, 186
label for, 191

data point
in chart data table, 194
defined, 186
labeling, 191

data series
in chart data table, 194
defined, 186
formatting, 200–203

data table
comparison with Excel table, 180
creating for use with formula, 180–181
defined, 180
displaying in chart, 194

data type, 25

data validation rules, 176–177

data value, defined, 186

database, spreadsheet as, 5

date
description of data type, 25
entering into cell, 30–31
filtering, 175
formatting options, 30, 31

decimal place, controlling display, 94–95

Index

default buttons, Quick Access Toolbar, 12
default configuration, Ribbon, restoring, 15
default font, changing, 79
Degrees spin box, 88, 89
deleting

cell, 54–55
 data from, 36–37
 data from range, 52–53

cell formatting
 along with data, 37, 52, 53
 while keeping data, 37, 53

column, 55

command
 from Quick Access Toolbar, 13
 from Ribbon, 15

comment in cell, 213

conditional format, 99

range, 54–55

range name, 74–75

row, 55

style effect from chart, 209

displaying

data table in chart, 194

decimal places, 94–95

gridlines

 on chart, 193
 on worksheet, 144

row and column headings, 145

division operator (/), 113

doughnut chart, defined, 187

drop-down galleries, 11

E

editing. *See also* changing

 cell data, 4, 34–35
 comment in cell, 213
 formula, 115

effect scheme, choosing, 166–167

e-mail attachment, sending workbooks as, 224–225

entering into cell

 data, 4, 26–31
 date, 30–31
 formula, 4, 112–113
 numbers, 28–29
 text, 26–27
 time of day, 30–31

equal sign (=) in formula, 4, 112, 114

equal-to operator (=), 113

error message alert, 177

Excel. *See also* specific topics

 adding icon to Windows 7 taskbar, 7
 commands, 12–13, 15
 description, 4–5
 quitting, 7
 starting, 6–7
 version file format compatibility, 228–229
 window, 7, 8–9

Excel Options dialog box

 changing Excel user name, 213

 customizing

 Excel, 20–21
 Quick Access Toolbar, 12–13
 Ribbon, 14–15

 ways to open, 21

exiting Microsoft Excel, 7

exponentiation operator (^), 113

F

File tab, 8

Fill Effects dialog box, 91

filling of range

 AutoFill feature, 44
 by creating custom AutoFill list, 45
 customized series of values, 45
 same data, 42–43
 standard series of values, 5, 44–45
 without copying original cell's formatting, 43

fills

 adding background color to worksheet range, 90–91
 customizing chart element background, 202–203

filtering data, 174–175

financial function, 117

financial symbol, inserting, 32–33

Find and Replace dialog box

 finding text, 156–157
 replacing text, 158–159

finding text in workbook, 156–157

font

 applying effect, 80–81

 changing

 color, 82–83
 default, 79
 size, 78–79
 typeface, 78–79
 workbook scheme, 164–165

 creating new workbook scheme, 165

font scheme, defined, 164

foreign character, inserting, 32–33

formatting. *See also* customizing

 adding to new row or column, 48, 49
 by applying AutoFormat feature, 96–97
 chart element, 200–209
 clearing from cell, 37, 52, 53
 conditional, 98–99
 date and time, 30, 31
 deleting along with data, 37, 52, 53
 filling range without copying, 43
 keeping when deleting cell data, 37, 52–53
 number, 92–95
 predefined, 96–97
 workbook, 160–169
 worksheet range, 76–109
 wrapping text within cell, 106–107

Formula bar

- adding data to cell, 4, 26
 - defined, 4
 - editing data in cell, 4, 34–35
- formulas**
- absolute cell reference in, 129
 - adding
 - to cell, 4, 114–115
 - function to, 4, 118–119
 - range name to, 64, 124–125
 - array-type, 181
 - building, 114–115
 - copying, 128, 129
 - defined, 4, 112
 - description, 112–113
 - editing, 115
 - entering in cell, 4, 112–113
 - moving, 128
 - referencing range
 - in another workbook, 127
 - in another worksheet, 126–127
 - relative cell reference in, 129
 - viewing
 - formula in cell, 115
 - result in cell, 114

freezing worksheet row or column, 58–59

Full Screen view, 19

Function Arguments dialog box, 119

functions

- adding to formula, 4, 118–119
- advantages of, 116
- defined, 4, 116
- description of, 116–117
- financial, 117
- listing of, 4, 118
- statistical, 117
- structure of, 116

FV function, 117

G

- galleries, Ribbon, 10–11
 - glow effect, adding to chart element, 206
 - Go To dialog box, 71
 - gradient effect, 91, 202, 203
 - greater-than operator ($>$), 113
 - greater-than or equal-to operator ($>=$), 113
- gridlines
- on chart
 - defined, 186
 - displaying, 193
 - formatting, 200–203
 - on worksheet
 - changing color, 142–143
 - toggling on and off, 144

H

heading

- font for, 79, 164, 165
- row and column
 - toggling 1, 2, etc., on and off, 145
 - toggling A–Z on and off, 145

height, changing row, 104–105

hiding

- selected row or column, 56–57
- unhiding row or column, 57

Highlight Changes dialog box, 220–221

Horizontal workbook view mode, 154, 155

I

image, as chart element background, 203

indenting cell text, 85

inserting

- chart into worksheet, 188–189
- column into worksheet, 48–49
- new cell into existing worksheet range, 50–51
- nonkeyboard symbol into cell, 32–33
- row into worksheet, 48–49

IPMT function, 117

italic, applying font effect, 80–81

J

justifying cell text, 85

K

keyboard shortcuts and techniques

- creating
 - new workbook, 149
 - range name, 69
- entering symbol, 33
- font-related, 81
- navigating worksheet, 132
- range
 - deleting, 55
 - selecting, 41

L

label (title)

chart

- adding to axis, 190
- adding to chart, 190
- defined, 186
- formatting, 200–203

column

- creating range names based on, 68–69
- freezing, 58–59
- unfreezing, 59

data label

range name

- adding to formula, 64, 124–125
- Apply Names feature, 125
- basing on text label, 68–69

Index

- benefits, 64–65
- changing, 72–73
- creating, 66–67, 68–69
- defined, 64
- defining, 66–67
- deleting, 74–75
- ease of use, 64
- navigating between workbooks, 71
- navigating within worksheet, 70–71
- row
 - creating range names based on, 68–69
 - freezing, 58–59
 - unfreezing, 59
- text label
 - adding to chart, 191
 - creating range name based on, 68–69
- worksheet, merging cells to create, 60–61
- legend, chart
 - defined, 186
 - formatting, 200–203
 - positioning, 192
- less-than operator (<), 113
- less-than or equal-to operator (< =), 113
- line
 - page break, previewing, 18, 19
 - wrapping text within cell, 106–107
- line chart
 - description, 187
 - vertical gridlines for, 193
- Live Preview feature, 11
- locking and unlocking cells, 214–215
- M**
- marker, data
 - defined, 186
 - label for, 191
- mathematical symbol, inserting, 32–33
- MAX function, 117
- maximizing window, 155
- MEDIAN function, 117
- merging cells, 60–61
- message, error, 177
- Microsfot Windows 7
 - adding Excel icon to taskbar, 7
 - starting Microsoft Excel, 6–7
- Microsoft Excel
 - adding icon to Windows 7 taskbar, 7
 - commands, 12–13, 15
 - description, 4–5
 - quitting, 7
 - starting, 6–7
 - version file format compatibility, 228–229
 - window, 7, 8–9
- Microsoft Excel table. *See also* data table
 - adding record to, 179
 - assigning name to table data, 69
 - comparison with data table, 180
- converting
 - back to range, 179
 - range to, 178–179
- defined, 178
- formatting tabular data, 101
- in spreadsheet, described, 5
- Microsoft Windows Live
 - collaborating on workbooks online, 230–231
 - saving Excel workbooks to SkyDrive, 227
- MIN function, 117
- minus sign (-), 113
- MODE function, 117
- moving
 - formula, 128
 - range, 46, 47
 - worksheet, 136–137
- multiplication operator (*), 113
- N**
- Name Manager dialog box
 - changing range name, 72–73
 - deleting range name, 74–75
- naming
 - range, 64–69
 - renaming
 - range, 72–73
 - worksheet, 133
 - worksheet, 133
- navigating
 - between workbooks, using range name, 71
 - within worksheet
 - keyboard shortcuts and techniques, 132
 - range name, 70–71
 - between worksheets, using keyboard shortcuts and techniques, 135
- negation operator (-), 113
- new worksheet, creating, 134–135
- nonadjacent cells
 - selecting, 40
 - totaling, 121
- Normal view, 18, 19
- NPER function, 117
- numbers
 - adding up row or column using SUM function, 120–121
 - decimal place in, 94–95
 - description of data type, 25
 - entering into cell, 28–29
 - filtering, 175
 - formatting in cell, 92–95
 - including symbol in, 29
 - repeating, 29
- O**
- online workbook collaboration, 230–231
- opening
 - cell for editing, 34, 35
 - Excel Options dialog box, 21

Excel program, 6–7
new worksheet, 134–135
workbook, 153

operand
in Excel formula, 112
function as, 116–117

operators
arithmetic, 113
in comparison formula, 113
defined, 112
order of precedence, 113
symbol, nonkeyboard, inserting, 32–33

orientation, rotating text within cell, 88–89

outline (border)
adding to cells and ranges, 108–109
custom, creating, 109
selecting line style, 109

P

page break, previewing, 18, 19
Page Layout view, 18
parentheses, and operator precedence, 113
password-protecting worksheet, 214–215
pasting
copying
cell, using smart tag, 16–17
formula, 128, 129
range, 46, 47
worksheet, 138–139
moving
formula, 128
range, 46, 47
worksheet, 136–137

PDF file, creating from workbook, 225

percentage
applying number format, 93
entering directly into cell, 29

percentage operator (%), 113

picture, as chart element background, 203

pie chart, defined, 187

pinning Excel icon to Windows 7 taskbar, 7

plot area
defined, 186
formatting, 200–203

plus sign (+), 113

PMT function, 4, 116, 117, 119

point, data
in chart data table, 194
defined, 186
labeling, 191

pop-up help, 21

positioning chart legend, 192

PPMT function, 117

preview
enabling Live Preview feature, 11
page break, 18, 19
turning Live Preview feature off, 11

protecting
workbook structure, 216–217
worksheet data, 214–215

PV function, 117

Q

Quick Access Toolbar
adding command to, 12–13
customizing, 12–13
default buttons, 12
defined, 8
increasing available space on, 13
moving below Ribbon, 13
Redo button, 12
removing command from, 13
Undo button, 12, 35

quick filter, 175

quitting Microsoft Excel, 7

R

radar chart, defined, 187

range
adding
background color, 90–91
border, 108–109
adding up row or column using SUM function, 121
aligning text within cells, 84–85
applying style, 100–101
changing
column width, 102–103
font and font characteristics, 78–83
name, 72–73
row height, 104–105
converting to table, 178–179
copying, 46, 47
defined, 24, 38
deleting, 54–55
data and formatting from range, 52, 53
data in range but not formatting, 52–53
range name, 74–75
existing, inserting new cell into, 50–51
filling
AutoFill feature, 44
by creating custom AutoFill list, 45
customized series of values, 45
same data, 42–43
series of data values, 44–45
standard series of values, 5, 44–45
without copying original cell's formatting, 43
filtering, 174–175
formatting, 76–109
locking and unlocking, 214–215
moving, 46, 47
naming, 64–69
protecting data, 214–215
rectangular, 40
referencing
in another workbook, 127
in another worksheet, 126–127

Index

- saving data as Web page, 226–227
selecting, 40–41
sorting, 172–173
tracking changes, 221
transposing rows and columns, 63
- range name**
adding to formula, 64, 124–125
Apply Names feature, 125
basing on text label, 68–69
benefits, 64–65
changing, 72–73
creating
 automatically, 68–69
 manually in New Name dialog box, 66–67
defined, 64
defining, 66–67
deleting, 74–75
ease of use, 64
navigating
 between workbooks, 71
 within worksheet, 70–71
- RATE function**, 117
- Redo button**, on Quick Access Toolbar, 12
- reference format for cell address**
absolute or relative, 129
defined, 24
- relative cell reference format**, 129
- removing**
cell, 54–55
 data from, 36–37
 data from range, 52–53
- cell formatting**
 along with data, 37, 52, 53
 while keeping data, 37, 53
- column, 55
- command**
 from Quick Access Toolbar, 13
 from Ribbon, 15
- comment from cell, 213
- conditional format, 99
- range, 54–55
- range name, 74–75
- row, 55
- style effect from chart, 209
- renaming**
range, 72–73
worksheet, 133
- replacing text in workbook**, 158–159
- Ribbon**
adding
 command to, 15
 new group to existing tab, 14–15
 new tab to, 14–15
customizing, 14–15
defined, 8, 9
description, 9
formatting chart element, 200, 201, 202–203
galleries in, 10–11
moving Quick Access Toolbar below, 13
- removing command from, 15
restoring default configuration, 15
as source of commands for Quick Access Toolbar, 13
- rotation, slanting text within cell**, 88–89
- row**
adding up numbers using SUM function, 120–121
changing height, 104–105
defined, 24
deleting, 55
as element of row-and-column spreadsheet format, 5
freezing and unfreezing, 58–59
height, changing, 104–105
hiding and unhiding, 56–57
merging cells to create title row, 60–61
new, inserting one or more in worksheet, 48, 49
selecting, 41
toggling 1, 2, etc., headings on and off, 145
transposing with columns, 62–63
- S**
- Save button on Quick Access Toolbar**, 12
- saving**
Excel data as Web page, 226–227
- workbook**
 in Excel 2010 format, 152
 in format compatible with earlier Excel version, 228–229
- scheme, workbook**
color, 162–163
effect, 166–167
font, 164–165
- searching for text in workbook**, 156–157
- securing worksheet data**, 214–215
- selecting**
all cells, 41
chart element, 201
chart type, 188–189
column for displaying sum in status bar, 5, 123
data for chart, 188
keyboard techniques for, 41
nonadjacent cells, 40
range of cells, 40–41
- sending workbook as e-mail attachment**, 224–225
- series**
chart (data)
 in chart data table, 194
 defined, 186
 formatting, 200–203
 filling automatically, 5, 44–45
- shadow effect, adding to chart element**, 206, 207
- shape style, applying to chart element**, 208–209
- sharing workbook**. See *collaborating on a workbook*
- sheet, chart**, 189. See also *worksheet*
- SkyDrive**, saving Excel workbook to, 227
- smart tag**, 16–17
- soft edges effect, adding to chart element**, 207
- sorting worksheet range**, 172–173
- special symbol, inserting**, 32–33

spreadsheet overview, 2, 4–5. See also worksheet
Start menu, Windows, 6–7
starting
cell for editing, 34, 35
Excel Options dialog box, 21
Excel program, 6–7
new worksheet, 134–135
workbook, 153
statistical function, 117
status bar
defined, 8
displaying sum of selected range, 5, 123
Edit indicator, 34
STDEV function, 117
STDEVP function, 117
stock chart, defined, 187
strikethrough, applying font effect, 80–81
style
customizing for worksheet data, 101
deleting style effect from chart, 209
for formatting tabular data, 101
predefined
applying to chart, 195, 208–209
applying to worksheet, 100–101
removing effect from chart, 209
subgalleries, 11
subscript, applying font effect, 80–81
subtotal, summarizing data by using, 182–183
subtraction operator (-), 4, 113
Sum button, 5, 122–123
SUM function, 120–121, 122, 123. See also AutoSum feature
summarizing data, 182–183
superscript, applying font effect, 80–81
surface chart, defined, 187
symbol, nonkeyboard, inserting, 32–33

T

tab, Ribbon, 14–15
tab, worksheet
defined, 24
renaming, 133
table, data
comparison with Excel table, 180
creating for use with formula, 180–181
defined, 180
displaying in chart, 194
table, Excel
adding record to, 179
assigning name to table data, 69
comparison with data table, 180
converting
back to range, 179
range to, 178–179
defined, 178
formatting tabular data, 101
in spreadsheet, described, 5
tabular data, formatting, 96, 101
taskbar, Windows 7, adding Excel icon to, 7

template
creating
new workbook from, 150–151
new worksheet from, 135
new, creating, 151
saving chart as, 197
text
aligning within cell, 84–85
centering across multiple columns, 61, 86–87
description of data type, 25
entering into cell, 26–27
filtering, 175
formatting within cell, 84–85
label
adding to chart, 191
columns (See title, column)
creating range name based on, 68–69
rows (See title, row)
replacing in worksheet, 158–159
rotating within cell, 88–89
searching worksheet for, 156–157
ways to view without wrapping, 107
wrapping within cell, 106–107
theme, workbook, 79, 82, 90, 168–169
Tiled workbook view mode, 154, 155
time and date
description of data type, 25
entering into cell, 30–31
filtering, 175
formatting options, 30, 31
title
chart
adding to axis, 190
adding to chart, 190
defined, 186
formatting, 200–203
column
creating range names based on, 68–69
freezing, 58–59
unfreezing, 59
data label, 191
range name
adding to formula, 64, 124–125
Apply Names feature, 125
basing on text label, 68–69
benefits, 64–65
changing, 72–73
creating, 66–67, 68–69
defined, 64
defining, 66–67
deleting, 74–75
ease of use, 64
navigating between workbooks, 71
navigating within worksheet, 70–71
row
creating range names based on, 68–69
freezing, 58–59
unfreezing, 59

Index

- text label
 - adding to chart, 191
 - creating range name based on, 68–69
 - worksheet, merging cells to create, 60–61
 - title bar**, 8
 - toggling**
 - row and column headings on and off, 145
 - worksheet gridlines on and off, 144
 - tool tab**, 15
 - total**, with Sum button, 5, 122–123
 - Track Changes feature**
 - accepting or rejecting change, 222–223
 - Everyone but Me option, 221
 - limiting task to specific range, 221
 - resolving change conflict, 223
 - tracking workbook changes, 220–221
 - turning off, 223
 - turning on, 220
 - transposing rows and columns, 62–63
- U**
- underline**, applying font effect, 80–81
 - undoing**
 - cell edit, 35
 - data deletion, 37, 53
 - worksheet deletion, 140
 - unfreezing row or column, 59
 - unhiding hidden row or column, 57
 - unlocking cells, 214–215
 - user name, in Excel, changing, 213
- V**
- validation rules for data, 176–177
 - value axis, 186
 - Vertical workbook view mode, 154, 155
 - view options, Excel window, 18–19
 - viewing**
 - formula
 - in cell, 115
 - result of, in cell, 114
 - preview
 - Live Preview feature, 11
 - page break, 18, 19
 - workbooks
 - multiple, arranging windows for viewing, 154–155
 - single, separate sections in separate windows, 155
- W**
- Web page, saving Excel data as, 226–227
 - Webdings font, 33
 - what-if analysis**, 181
 - width, changing cell, 102–103
 - window**, Excel
 - basic elements, 8
 - Full Screen view compared to, 19
 - view options, 18–19
- viewing**
 - multiple workbooks within, 154–155
 - two sections of single workbook within, 155
 - worksheet elements, 24
 - Windows Live**
 - collaborating on workbooks online, 230–231
 - saving Excel workbooks to SkyDrive, 227
 - Windows 7**
 - adding Excel icon to taskbar, 7
 - starting Microsoft Excel, 6–7
 - Wingdings font**, 33
 - workbook**. *See also worksheet*
 - adding
 - blank worksheet to, 134–135
 - worksheet template to, 135
 - applying theme to, 79, 168–169
 - changing
 - color scheme, 162–163
 - font scheme, 164–165
 - choosing effect scheme, 166–167
 - collaborating on
 - accommodating earlier Excel version format, 228–229
 - cell comments, 212–213
 - online collaboration, 230–231
 - protecting cell data, 214–215
 - protecting structure, 216–217
 - saving data as Web page, 226–227
 - sending as e-mail attachment, 224–225
 - setup for, 218–219
 - tracking changes, 220–223
 - copying worksheet within, 138, 139
 - creating
 - based on existing workbook, 151
 - from template, 150–151
 - defined, 24, 146
 - deleting worksheet, 140–141
 - formatting, 160–169
 - moving worksheet within, 136, 137
 - multiple
 - arranging windows for viewing, 154–155
 - copying range between, 47
 - copying worksheet between, 139
 - moving range between, 47
 - moving worksheet between, 137
 - navigating between by using range name, 71
 - navigating between worksheets in, 135
 - new, blank, creating, 148–149
 - online collaboration using Windows Live SkyDrive, 230–231
 - opening, 153
 - protecting structure and windows, 216–217
 - referencing range between, 127
 - replacing worksheet text, 158–159
 - saving
 - data as Web page, 226–227
 - in Excel 2010 format, 152
 - in format compatible with earlier Excel version, 228–229

searching for text, 157
sending as e-mail attachment, 224–225
tracking changes, 220–223
viewing second section in separate window, 155
window elements, 8, 24
worksheet tabs, 24, 133

worksheet. *See also workbook*

- adding
 - background color, 90–91
 - chart to, 5, 188–189
 - row or column to, 48–49
 - to workbook, 134–135
- aligning text within cells, 84–85
- applying style, 100–101
- centering text across multiple columns, 61, 86–87
- changing
 - column width, 102–103
 - font and font characteristics, 78–83
 - row height, 104–105
- collaborating on, 212–231
- copying
 - range between, 47
 - within a workbook, 138, 139
 - between workbooks, 139
- defined, 2, 8, 24
- deleting from workbook, 140–141
- editing cell data, 4, 34–35
- entering data into cell, 4, 26–31
- filtering data, 174–175
- formatting overview, 160–169
- freezing row or column, 58–59
- gridlines on, 142–143, 144
- hiding row or column, 56–57

inserting

- new cell into existing range, 50–51
- new row or column, 48–49

moving

- range between, 47
- within a workbook, 136, 137
- between workbooks, 137

navigating

- within same sheet by using range name, 70–71
- between sheets, 135

new, creating, 134–135

overview, 2, 4–5

page break, 19

protecting data, 214–215

referencing range between, 126–127

renaming, 133

replacing text, 158–159

rotating text within cell, 88–89

saving data as Web page, 226–227

searching for text, 156–157

selecting

- all cells, 41
- range of cells, 40–41

sorting range, 172–173

tabs

- defined, 24
- renaming, 133

toggling headings A–Z and 1, 2, etc., on and off, 145

transposing rows and columns, 62–63

wrapping text within cell, 106–107

X

XY charts, defined, 187